

**ROTARY CLUB OF JACKSONVILLE-OCEANSIDE  
OCEANSIDE ROTARY CHARITIES, INC.  
Check Request**

Date requested: \_\_\_\_\_ CHECK AMOUNT \$ \_\_\_\_\_

Make check payable to: Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Purpose of check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition of check:  Mail to Payee at above address  
 Return to the following Club Member  
at the next meeting:  
\_\_\_\_\_  
 Mail to Club Member at the following  
address:  
\_\_\_\_\_  
\_\_\_\_\_

Please pay from the following bank account:  Oceanside Rotary Club, Inc.  
(Club operating expenses)  
 Oceanside Rotary Charities, Inc.  
(Charitable activities, fundraising, &  
scholarships)

Requested by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**All check requests must have supporting invoices or receipts stapled to the back.  
Check requests are processed bi-weekly; requests turned in at the Club meeting will be  
available at the regular meeting after next.**

<b>TREASURER'S USE:</b>	
Check number:	_____
Check date:	_____
GL acct charged:	_____
Posted:	_____